

**U.S. Department of Housing & Urban Development
Office of Public & Indian Housing
Real Estate Assessment Center
Presents**

**Updated Enterprise Income
Verification (EIV) System Training &
Effective Use of the PIH EIV System
To Reduce Improper Payments**

May 2, 2011



Agenda

- Welcome
- Special Presentation
- Reducing Improper Payments through use of EIV
- Review of HUD EIV Guidance
- What's New in EIV 9.2
 - Release Date: May 2, 2011
- Questions & Answers Session – Part 1

Agenda (Continued)

- Effective Use of EIV to Reduce Improper Payments
 - Screening of Applicants
 - Former Tenant Search
 - Existing Tenant Search
- Questions & Answers Session – Part 2

Agenda (Continued)

- Effective Use of EIV to Reduce Improper Payments
 - Screening of Participants (Tenants)
 - Multiple Subsidy Report
 - Deceased Tenants Report
 - Identity Verification Report
 - Immigration Report
 - Income Reports
 - Income Discrepancy Resolution
 - Debts Owed to PHAs & Termination Module
- Questions & Answers Session – Part 3

Greetings...

Special Presentation

Congratulations Megan Profit!

Recipient of 2011 Management Staff Person of the Year Award



- Compliance Officer at Seattle Housing Authority
- Received the 2011 Management Staff Person of Year Award from the Northwest Chapter of AHMA on 04/29/11
- “EIV Guru of the Northwest”
- Supervisor: Rhonda Hue

Greetings From Judge Judy



- Unfortunately, Judge Judy was unable to join us for this training session
- Message from Judge Judy:
- “Keep spreading the word!”

Remarks by President Obama



- On 7/22/2010, the President signed the Improper Payments Elimination and Recovery Act of 2010
- Purpose of the bill:
 - Cut down on fraud, waste, and abuse
 - Ensure that our government serves as a responsible steward for the tax dollars of the American people

Reducing Improper Payments

Through the Use of HUD's EIV System

Use of EIV to Reduce Improper Payments

- Through the use of EIV, PHAs can reduce improper payments, specifically
 - Ineligible assistance on behalf of:
 - Currently assisted individuals and families
 - Applicant (individuals and families)
- HUD will monitor EIV reports to ensure deficiencies are corrected and minimize the occurrence of improper payments

Use of EIV to Reduce Improper Payments (Continued)

- REAC's EIV/Improper Payments Assessment Team (IPAT) will monitor the following:
 - PIC Reporting & Overdue Reexam Rate
 - EIV Access & Utilization Rate
 - Deceased Tenants Rate
 - Identity Verification Rate
 - Income Discrepancy Rate (100% Threshold level)

Use of EIV to Reduce Improper Payments (Continued)

- HUD OIG will monitor the same reports as the REAC EIV/IPAT and the Multiple Subsidy Report
- PHAs are required to monitor various EIV reports on a monthly and quarterly basis
- PHAs are required to correct identified deficiencies

Required Monitoring of EIV Reports - Monthly

- Deceased Tenants Report
- Identity Verification Report
- Immigration Report

Required Monitoring of EIV Reports - Quarterly

- Income Discrepancy Report (HUD only)
- Multiple Subsidy Report
- New Hires Report
 - Only if your agency has an interim increase policy and modifies family rent contribution in between annual reexams

HUD EIV GUIDANCE

Published PIH Notices

PIH Notice 2011-2

Extends PIH Notice 2010-3

Guidance: Verification of Social Security Numbers (SSNs), Social Security (SS) & Supplemental Security Income (SSI) Benefits

PIH Notice 2011-2

- Guidance explains required procedures for verifying SSNs and SS/SSI benefits
- Issued 01/12/2011
- Extends PIH Notice 2010-3, originally issued on 01/20/2010
- Reminder:
 - By now all required household members **must** have a valid SSN reported on the 50058
 - Live-in aides and foster children/adults are required to disclose SSN

PIH Notice 2010-50

Revises PIH Notice 2010-9

**Effective Use of EIV's Deceased Tenants
Report to Reduce Subsidy Payment &
Administrative Errors**

PIH Notice 2010-50

- Issued in response to OIG recommendation under audit report 2010-FW-0001, related to improper payments made on behalf of deceased tenants
- Issued 12/30/2010; Revises PIH Notice 2010-9, originally issued on 03/30/2010
- Guidance on required procedures to:
 - Ensure accurate data submission via PIC
 - Avoid improper HAP to landlords
 - Recover improper HAP from landlords

PIH Notice 2010-50 (Continued)

- Section 8 landlords are not eligible to receive HAP for any month following the month in which the death occurred
- Public Housing program – family is allotted 14 days to remove belongings from unit
 - Unless local or state Tenant/Landlord law requires shorter or longer time frame
- PHAs must comply with local or state Tenant/Landlord law with respect to regaining possession of the unit

PIH Notice 2010-19

**Administrative Guidance for Effective and
Mandated Use of the EIV System**

PIH Notice 2010-19

- Guidance for effective and mandated use of the EIV system
- Issued 05/17/2010, and will be extended for another year
- Establishes Verification Hierarchy
 - Identifies and defines verification techniques
- Specifies required file documentation to demonstrate compliance with mandated use of EIV
- Updated Guidance coming in Summer 2011

Penalties for Non-Compliance With Mandated EIV System Use

- HUD Headquarters conducts monthly monitoring of PHA access and usage of EIV
- PHAs may be subject to:
 - Sanctions; and/or
 - Disallowed costs
- PHAs may avoid penalties by complying with HUD requirements and requests for documentation and/or information

What's New in ELV 9.2

Release Date: May 2, 2011

What's New in EIV 9.2

● New Features

- Recently accessed record from listing is highlighted
- Modified Multiple Subsidy Report
- Modified Report Selection Criteria
- Print Household Member Information
- Modified Certification Page
- Modified Debts Owed to PHAs & Terminations Module

Highlighted Record

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Income Report Summary

Income Report Summary	
Participant Code:	AL053 HAMILTON
Program Type:	All PIH Programs
Reexamination Month:	March
Households With Income:	3

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Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

1 - 3 of 3 Households

Summary Reports		Detail Reports				
HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
***-**-0674	bizn	BIGMVT	03/09/1975			vmzo hivel 902 6-z, HAMILTON AL 444447991
***-**-0674	bizn	BIGMVT	03/09/1975			vmzo hivel 902 6-z, HAMILTON AL 444447991
***-**-8389	zivg	BVORZY	06/20/1937	AL053000030 DOUBLE SPRINGS	01	wzli wluivwmze 121 01, LYNN AL 35575
***-**-8389	zivg	BVORZY	06/20/1937	AL053000030 DOUBLE SPRINGS	01	wzli wluivwmze 121 01, LYNN AL 35575
***-**-9423	bvmgriy	BVOWFW	10/02/1979			8-z gkz 20 bds 457 8-z, HAMILTON AL 444447991
***-**-9423	bvmgriy	BVOWFW	10/02/1979			8-z gkz 20 bds 457 8-z, HAMILTON AL 444447991

The system highlights the most recently access record
 Users no longer have to guess which record they just
 accessed

Multiple Subsidy Report

- Streamlined query process
- EIV searches within and across both PIH and MFH program and displays all results of potential duplicate rental assistance

Verification Reports >> Multiple Subsidy Report >> Report Selection

Multiple Subsidy Report	
<input checked="" type="radio"/> By Participant Code :	<input type="text" value="Select a Participant Code"/>
<hr/>	
<input checked="" type="radio"/> All household members	
<input type="radio"/> Only adult household members	
<input type="radio"/> Only household members under the age of 18	
<hr/>	
<input type="button" value="Search"/>	
<p>EIV will search within and across both the PIH and MFH programs</p>	
<p>PIH: Public and Indian Housing MFH: Multifamily Housing</p>	

Multiple Subsidy Report – Report Summary (Top)

Verification Reports >> Multiple Subsidy Report >> Report Selection >> Multiple Subsidy Report Summary

Multiple Subsidy Report Summary	
Participant Code:	OH001
Household Members Receiving Multiple Subsidies:	16
Program Type:	Within PIH and MF Programs
Household Member Selection:	Only adult Household Members

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● Report criteria and results

Multiple Subsidy Report – Report Summary (Bottom)

1 - 16 of 16 Household Members

Summary Reports

Detail Reports

Household Member SSN	Household Member Name	Household Member DOB	Count of subsidies for the Household member
000 000 000 -7045	boivevy BVOHMVS	07/01/1941	2
000 000 000 -8683	hvnzq HMZEV	07/24/1959	2
000 000 000 -3889	zgri HRIZK	05/13/1950	2
000 000 000 -5615	vzmzsh HVMLQ	07/24/1988	2
000 000 000 -2565	wizdvw HVOLY	07/03/1947	2
000 000 000 -3518	zrizn HVOZILN	03/29/1945	2
000 000 000 -5496	vmrzizsh IRZOY	12/26/1991	2
000 000 000 -3853	zmrt LIVXFO	09/10/1961	2
000 000 000 -3862	zrxvit LKFOZTRXZY	04/11/1961	2
000 000 000 -3988	mrnhzb MVWZ	12/31/1979	2
000 000 000 -6564	zpmzh MZNOOVKH	03/06/1945	2
000 000 000 -0836	wzsz NZSTMRMMFX	08/09/1974	2
000 000 000 -3667	zbmzg OOVWQOZX	05/19/1967	2
000 000 000 -8923	mvwz RHIVS	12/31/1972	2
000 000 000 -4790	voovxli VSHZ	05/13/1971	2
000 000 000 -5582	znrozs WVNZSLN	12/31/1973	2

1 - 16 of 16 Household Members

Note:

This report identifies household members that potentially may be receiving multiple subsidies.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

- Default display of **Summary Reports** tab
- Select **Detail Report** tab to see details

Multiple Subsidy Report – Detail Reports

1 - 16 of 16 Household Members

Summary Reports **Detail Reports**

Household Member Information

Household Member SSN	***-**-7045
Household Member Name	boivevy BVOHMVS
Household Member DOB	07/01/1941
Count of Subsidies	2

Household Information of Households Where boivevy BVOHMVS Receives Subsidy

HOH SSN	***-**-7045
HOH Name	boivevy BVOHMVS
Relationship to HOH	Head
Program Type	Voucher
Project Code	
50058 Effective Date	2010-02-01
Type of Action	Annual Reexamination
Unit Address	gh pzl 806, Columbus, OH, 333-94210
PHA	OH001 Columbus MHA
PHA Address	vez sg33 ghzv 466, , COLUMBUS, OH, 33210-
PHA Telephone Numbers	Office: (614) 421-6000 Fax: (614) 421-4505

Modified Report Selection Criteria

- Users may access data for specific form HUD-50058 action types:
 - 1- New Admission
 - 2- Annual Reexam
 - 3- Interim Reexam
 - 4- Portability Move-in
 - 14- Historical Adjustment

Modified Report Selection Criteria (Continued)

- For the following reports:
 - Deceased Tenants Report
 - Income Discrepancy Report
 - Identity Verification Report
 - Immigration Report
 - New Hires Report

Modified Report Selection Criteria (Continued)

Verification Reports >> Immigration Report >> Report Selection

Select Program Type, Reexamination Month and Action Type:

Program Type: All PIH Programs ▼

Reexamination Month: ALL ▼

Action Type: All ▼

Select Region:

PHA NY005 - New York City Housing Authority ▼

[Get Report](#)

Print Household Member Information

- Users have the option to print member-specific income information
- With this *new* feature, redaction of ELV Income Reports is no longer required!

Wage and Benefit Report for Household of flozshrvp h ARGIL			
PHA Code:	OH001	Program Type:	Sec.8 Vouchers
PHA Name:	OH001 Columbus MHA	Project:	
Annual Reexamination Date:	03/01/2011	Form 50058 as of:	09/10/2010
Address:	bzd vmrghzx 8382 Reynoldsburg OH 930-68410		
Most Recent Type of Action:	3-Interim Reexamination	Effective Date:	10/01/2010
Head of Household: flozshrvp h ARGIL			
Social Security Number: ***-**-3135		Date of Birth: XX/XX/1980	
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.			
Report Generated By - M00XXX FIRST - M00334 LAST - uiv			
* The difference between the gross and net benefit may include the Medicare premium and/or additional deductions, such as garnishments, which are not listed on this report.			
Household Member: flozshrvp h ARGIL		SSN: ***-**-3135	Print Household Member Information
Date of Birth: XX/XX/1980	Relationship: Head		

Tenant/PHA Certification Page

- Additional text to inform PHAs that use of the Certification Page is **NOT** required

[Print](#)

Summary Report **Certification Page** **Income Report** **Income Discrepancy Report**

The following household member's EIV-reported income has been reviewed and verified by the PHA.

Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***_**-0674	bizn	BIGMVT	XX/XX/1975	36	Head	Verified
***_**-9998	bgrhxsx	MLYHRS	XX/XX/1999	11	Other youth under 18	Verified

PHAs are not required to use this Certification Page. It is a courtesy document for PHAs and tenants to confirm their review of the EIV Income Report and for tenants to document their agreement or disagreement with EIV-reported income information.

By signing below, the PHA certifies that:

- Each member of the household who is at least 18 years of age has signed a consent form in accordance with HUD regulations.
- Any substantial disparities between tenant-reported and EIV-reported income have been verified in accordance with the Federal Privacy Act and HUD regulations.

PHA Staff - Printed Name PHA Staff - Signature Date

By signing below, the household member certifies that: The PHA has discussed the EIV-reported income information that pertains to him/her; and

☐ Agrees with the EIV-reported information or ☐ Disputes the EIV-reported information for the following reason(s):

☐ Not employed by listed employer
☐ Stopped working for employer on (specify date) / /
☐ Not receiving SS/SSI benefits
☐ Stopped receiving SS/SSI benefits on (specify date) / /
☐ Not receiving unemployment compensation
☐ Stopped receiving unemployment compensation on (specify date) / /
☐ Other: _____

Tenant/PHA Certification Page (Continued)

- Certification Page available under By Reexamination Month

HUD-EIV:Income Information - By Head of Household - Household Summary - Windows Internet Explorer

File Edit View Favorites Tools Help Links >> Convert Select

Print

Summary Report Certification Page Income Report Income Discrepancy Report

The following household member's EIV-reported income has been reviewed and verified by the PHA.

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***_**_3135	flozshrvp	ARGIL	XX/XX/1980	31	Head	Verified
***_**_5967	wrezw	ARGIL	XX/XX/1999	12	Other youth under 18	Verified
***_**_3836	mwvrzq	ARGIL	XX/XX/2001	10	Other youth under 18	Verified
***_**_4043	ivrezc	ARGIL	XX/XX/2002	9	Other youth under 18	Verified
***_**_8929	zez	ARGIL	XX/XX/2008	3	Other youth under 18	Verified

PHAs are not required to use this Certification Page. It is a courtesy document for PHAs and tenants to confirm their review of the EIV Income Report and for tenants to document their agreement or disagreement with EIV-reported income information.

By signing below, the PHA certifies that:

- Each member of the household who is at least 18 years of age has signed a consent form in accordance with HUD regulations.
- Any substantial disparities between tenant-reported and EIV-reported income have been verified in accordance with the Federal Privacy Act and HUD regulations.

PHA Staff - Printed Name

PHA Staff - Signature

Date

By signing below, the household member certifies that: The PHA has discussed the EIV-reported income information that pertains to him/her; and

Debts Owed to PHAs & Terminations

- Search for Former Tenant:
 - Any household member (not just HOH)
 - Including tenants with an alternate ID
 - By SSN, last name, and/or date of birth
- Enter/Update Information:
 - By SSN or Batch
 - By Batch – **New** look and feel of EOP listing page
 - For HOHs with an alternate ID
- Identification of current tenant with previously reported adverse information

Debts Owed to PHAs & Terminations (Continued)

- *New* Report Selection Criteria
- *New* Judgment Indicator
- Multiple record deletions
- Column Sorting

Search for Former Tenant

Debts Owed to PHAs & Terminations >> Search for Former Tenant

Search for Former Tenant - Enter one or a combination of the following data fields and click on Get Information:

Enter Household Member's Social Security Number

 - -

Enter Household Member's Last Name

exact match ▼

Enter Household Member's Date of Birth (mm/dd/yyyy)

Get Information

Search for Former Tenant - Error Message # 1

Debts Owed to PHAs & Terminations >> Search for Former Tenant

• Please enter a valid nine digit Social Security Number.

Search for Former Tenant - Enter one or a combination of the following data fields and click on Get Information:

Enter Household Member's Social Security <u>N</u> umber	<input type="text" value="H00"/> - <input type="text" value="21"/> - <input type="text" value="7027"/>
Enter Household Member's <u>L</u> ast Name	<input type="text"/> exact match <input type="button" value="v"/>
Enter Household Member's <u>D</u> ate of Birth (mm/dd/yyyy)	<input type="text"/>

“Please enter a valid nine digit Social Security Number”

Search for Former Tenant - Error Message # 2

Debts Owed to PHAs & Terminations >> Search for Former Tenant

- Search by Only Date of Birth is not permitted. Enter Last Name and Date of Birth.

Search for Former Tenant - Enter one or a combination of the following data fields and click on Get Information:

Enter Household Member's Social Security Number	<input type="text"/> - <input type="text"/> - <input type="text"/>	
Enter Household Member's Last Name	<input type="text"/>	exact match <input type="button" value="v"/>
Enter Household Member's Date of Birth (mm/dd/yyyy)	<input type="text" value="05/21/1971"/>	

“Search by Only Date of Birth is not permitted. Enter Last name and Date of Birth”

Enter/Update Information

Debts Owed to PHAs & Terminations

- **Search for Former Tenant**
- **Enter/Update Information**
 - By SSN**
 - By Batch**
- **Debts Owed to PHAs & Terminations Report**

Enter/Update Information by SSN

Enter/Update Information >> By SSN

Enter HOH SSN and click on Get Information:

Enter HOH Social Security Number

 - -

Get Information

Enter/Update Information by Batch

Debts Owed to PHAs & Terminations Report >> Enter/Update Information >> Report Selection

Report Selection:

Program Type: All PIH Programs ▼

End Of Participation
Month ALL ▼

Select Region:

☒ PHA NY005 - New York City Housing Authority ▼

Get Report

Enter/Update Information by Batch - New Look and Feel of EOP Listing Page

● New Columns:

- Deletion check box
- End of Participation Date
- Program Type
- Unit Address
- Enter/Edit Information

Enter/Update Information by Batch - New Look and Feel of EOP Listing Page (Continued)

- **Removed Columns:**
 - Debt Owed to PHA
 - Bankruptcy
 - Reason for Termination
 - Edit
 - Delete

Enter/Update Information for HOHs with an Alt ID

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> List Page

PHA Statistics	
Program Type	Section 8
End Of Participation Month	March
PHA Name	OH001 Columbus Metropolitan Housing Authority
Number of Tenants Identified	167

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1 to 50 of 167 Households

[Next](#)

[Delete](#) [Select All](#) [Deselect All](#)

Tenant data for PHA: OH001 Columbus Metropolitan Housing Authority						
Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>	H00-21-7027	mznrvofn, mznwofn	03/01/2009	Section 8	821 Eatonia Pl Columbus, OH 43228	Enter Information
<input type="checkbox"/>	H00-21-3694	mznrvofn, mznwofn	03/01/2009	Section 8	821 Eatonia Pl Columbus, OH 43228	Enter Information
<input type="checkbox"/>	6	prwzavlyvat, forza, k	03/31/2009	Section 8	777 Acorn Grove Dr Blacklick, OH 43004	Enter Information
<input type="checkbox"/>	4	wzrh, znrrzn, l	03/31/2010	Section 8	3255 Deserette Ln Columbus, OH 43224	Enter Information

Enter/Update Information - Multiple Record Deletion

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> List Page

PHA Statistics	
Program Type	All
End Of Participation Month	April
PHA Name	OH001 Columbus Metropolitan Housing Authority
Number of Tenants Identified	271

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1 to 50 of 271 Households

➔ Next

All 50 families selected to be deleted

Tenant data for PHA: OH001 Columbus Metropolitan Housing Authority						
Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input checked="" type="checkbox"/>	H00-16-4148	oovy, vroizsx, m	04/17/2009	Public Housing		Enter Information
<input checked="" type="checkbox"/>	H00-14-6428	znzq, lyryzs, u	04/27/2009	Public Housing		Enter Information

Enter/Update Information – Multiple Record Deletion (Continued)

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> List Page

PHA Statistics	
Program Type	All
End Of Participation Month	April
PHA Name	OH001 Columbus Metropolitan Housing Authority
Number of Tenants Identified	271

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1 to 50 of 271 Households ➤ Next

2 families with last names rrr uufvxn hvgmzeivx selected to be deleted

Tenant data for PHA: OH001 Columbus Metropolitan Housing Authority						
Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>	H00-16-4148	oovy, vroizax, m	04/17/2009	Public Housing		Enter Information
<input type="checkbox"/>	H00-14-6428	znzq, lyryzs, u	04/27/2009	Public Housing		Enter Information
<input checked="" type="checkbox"/>		rrr uufvxn, hvhzeiv, z	04/30/2010	Section 8	6353 Century City N 11 Reynoldsburg, OH 43068	Enter Information
<input checked="" type="checkbox"/>		hvgmzeivx, bhrxmzi	04/30/2010	Section 8	1294 Berwick Arms Pl A Columbus, OH 43227	Enter Information

Enter/Update Information - Column Sorting

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> List Page

PHA Statistics	
Program Type	Section 8
End Of Participation Month	March
PHA Name	OH001 Columbus Metropolitan Housing Authority
Number of Tenants Identified	167

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1 to 50 of 167 Households ➔ Next

Tenant data for PHA: OH001 Columbus Metropolitan Housing Authority						
Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>	H00-21-7027	mznrvofh, lmzwofh	03/01/2009	Section 8	821 Eatonia Pl Columbus, OH 43228	Enter Information
<input type="checkbox"/>	H00-21-3694	mznrvofh, lmzwofh	03/01/2009	Section 8	821 Eatonia Pl Columbus, OH 43228	Enter Information
<input type="checkbox"/>	6	prwzaviyvt, forzs, k	03/31/2009	Section 8	777 Acorn Grove Dr Blacklick, OH 43004	Enter Information
<input type="checkbox"/>	4	wrzh, znrm, l	03/31/2010	Section 8	3255 Deserette Ln Columbus, OH 43224	Enter Information

New Judgment Indicator

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> [List Page](#) >> Edit Information

Enter/Update Information for: *** ** -6035	
HOH SSN:	*** ** -6035
HOH Name:	hpizk, mlwmziy
Debt Owed:	\$ <input type="text"/>
Bankrupt:	<input type="checkbox"/>
Repayment Agreement:	<input type="checkbox"/>
Default on Repayment Agreement:	<input type="checkbox"/>
Judgment:	<input type="checkbox"/>
End of Participation Status: (hold down ctrl to select multiple)	<div>Failure to pay retroactive rent* Failure to pay rent* Failure to pay other charges* Failure to complete annual reexam Criminal activity - Drugs Criminal activity - Sex Offender Criminal activity - Violent Criminal activity - Other Lease Violations</div>

(*)= You must enter a debt amount greater than 0.

[Submit](#)

[Clear](#)

[Cancel](#)

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

Warning of Reported Adverse Information of Current Tenant


- **Only** batch EIV Income Reports now contain a warning message to alert PHA that there is adverse information reported about current tenant who was previously assisted
 - By Reexamination Month
 - Details Report

Warning of Reported Adverse Information of Current Tenant (Continued)

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Income Detail Report

Income Report Detail	
Participant Code:	CA014 San Mateo County
Program Type	All PIH Programs
Reexamination Month	March
Households With Income	215
By HOH Last Name Filter	All

[Printer-Friendly Version](#)
[Printer-Friendly Version With Certification Page](#)

Next Group 
1 - 50 of 215 Households [Last Page](#)

Summary Reports **Detail Reports**

Wage and Benefit Report for Household of zwmro t ARFI			
PHA Code:	CA014	Program Type:	T
PHA Name:	CA014 San Mateo County	Project:	
Annual Reexamination Date:	03/01/2010	Form 50058 as of:	03/10/2010
Address:	gh mlgvoknvg 096 DALY CITY CA 03405		
Most Recent Type of Action:	2-Annual Reexamination	Effective Date:	03/01/2010
Head of Household: zwmro t ARFI			
Social Security Number:	***-**-8560	Date of Birth:	XX/XX/1959
Household Member: zwmro t ARFI SSN: ***-**-8560			
Date of Birth:	XXXX/XX/XX	Relationship:	Head
Warning! There is a debt owed/termination record for this individual. Use the Former Tenant Search feature to view this information!			
Employment Information			
EIV received no Employment (W4) data.			

Effective Use of EIV to Reduce Improper Payments

Screening of Applicants:
Former Tenant Search

Former Tenant Search

- PHAs are required to conduct a former tenant search for all adult applicant household members
- Purpose:
 - Determine suitability for initial rental assistance
 - Avoid providing limited federal housing assistance to families who:
 - Previously did not comply with HUD program requirements; and/or
 - Owed money to a PHA as of the end of participation (EOP) date

Former Tenant Search (Continued)

- PHAs are required to deny assistance in accordance with the PHA's established policy
- **At this time**, HUD regulations do not require PHAs to deny assistance to a family with reported adverse information in EIV
- Presidential Memorandum of June 18, 2010, *Enhancing Payment Accuracy Through a "Do Not Pay List"* directs agencies to access available information in various databases to prevent improper payments before they occur

Former Tenant Search (Continued)

- HUD strongly encourages PHAs to adopt policies which will:
 - Hold families (culpable family members) accountable for their actions or inactions which results in fraud, waste, or abuse of HUD rental assistance programs
 - Prevent improper payments on behalf of potential beneficiaries of HUD rental assistance programs

Required Documentation of Former Tenant Search Results

- PHAs must document the results of its former tenant search by:
 - Retaining the positive search results (Debts Owed to PHAs and End of Participation Report) in the applicant file; and
 - Recording the negative search results in the applicant file and the date of the results
 - i.e., “No former tenant search results for all household members as of 05/02/2011”

How to Conduct a Former Tenant Search

- PHA users with the following assigned EIV roles can conduct a Former Tenant Search:
 - PHA Occupancy – Application Processor
 - PHA Occupancy – Voucher
 - PHA Occupancy – Public Housing
- Click on the **Search for Former Tenant** link from EIV's left navigation panel located under the **Debts Owed to PHAs & Termination** header

How to Conduct a Former Tenant Search (Continued)

Welcome NICOLE X FAISON

- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection

Debts Owed to PHAs & Terminations

- Search for Former Tenant
- Enter/Update Information
- Debts Owed to PHAs & Terminations Report



How to Conduct a Former Tenant Search (Continued)

Debts Owed to PHAs & Terminations >> Search for Former Tenant

Search for Former Tenant - Enter one or a combination of the following data fields and click on Get Information:

Enter Household Member's Social Security Number

 - -

Enter Household Member's Last Name

exact match

Enter Household Member's Date of Birth (mm/dd/yyyy)

[Get Information](#)

How to Conduct a Former Tenant Search (Continued)

- Enter adult household member's:
 - SSN; or
 - Last name; or
 - Last name and date of birth
 - EIV prohibits search by only date of birth
- Click **Get Information** button
- EIV will display either blank, negative or positive search results

Former Tenant Search Results - Blank: EOP Record Not Deleted & No Information Entered

Debt Owed to PHA & End of Participation Report for Household of NANCE as of 08/04/2010			
Date of Initial Entry:	09/21/2009	Date of Update:	-
Updated By:			
PHA Code:	OH001	Program Type:	Public Housing
PHA Name:	Columbus Metropolitan Housing Authority	Project:	OH001000199
PHA Address:	vez sg33 ghzv 466COLUMBUS, OH 33210		
PHA Telephone Number:	(614) 421-6000	PHA Fax Number:	(614) 421-4505
Former Tenant Address:			
End of Participation Date:	07/16/2009	Bankruptcy:	No
Debt Owed to PHA:	\$0.00	Repayment Agreement:	No
End of Participation Status:		Default on Repayment Agreement:	No
Head of Household:	NANCE		
Social Security Number:	***-**-8935	Date of Birth:	XX/XX/1937

Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-8935	NANCE		XX/XX/1937	72	Head	Verified
***-**-8935	WILHELMINA		XX/XX/1950	59	Spouse	Verified

Notice to NANCE:
 This debt owed and/or termination information was reported by the above-listed Public Housing Agency (PHA). The PHA's name, address, and telephone numbers are listed above. You should contact the PHA in writing if you disagree with the reported information. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. **You must dispute this information within three years from the listed date of termination. Otherwise the reported information is presumed correct.** Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's Enterprise Income Verification (EIV) system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator. The PHA will notify you of its action regarding your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the

Former Tenant Search Results - Negative

Debts Owed to PHAs & Terminations >> [Search for Former Tenant](#) >> Former Tenant

[Printer-Friendly Version](#)

No data found for SSN: ***-**-4569

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
Report Generated By - M00XXX FIRST - M00334 LAST - uiv

Former Tenant Search Results - Positive (Top)

Debts Owed to PHAs & Terminations >> [Search for Former Tenant](#) >> Former Tenant

[Printer-Friendly Version](#)

Debt Owed to PHA & End of Participation Report for Household of AMBER F SMITTY as of 01/10/2011

Date of Initial Entry:	09/21/2009	Date of Update:	10/16/2009
Updated By:	MZ4346		
PHA Code:	TN054	Program Type:	Public Housing
PHA Name:	Cleveland Housing Authority	Project:	TN054000001
PHA Address:	wmzovevox,TN 42171-8062		
PHA Telephone Number:	(423) 479-9659	PHA Fax Number:	(423) 339-5984
Former Tenant Address:			
End of Participation Date:	07/09/2008	Bankruptcy:	No
Debt Owed to PHA:	\$520.31	Repayment Agreement:	No
End of Participation Status:	Failure to pay rent*	Default on Repayment Agreement:	No
		Judgment:	No
Head of Household:	AMBER F SMITTY		
Social Security Number:	***-**-9080	Date of Birth:	XX/XX/1986

Former Tenant Search Results - Positive (Bottom)

Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-9080	AMBER	SMITTY	XX/XX/1986	22	Head	Verified
***-**-5275	ANGELIA	RUIZ ROJO	XX/XX/2003	4	Other Youth Under 18	Verified

Notice to AMBER F. SMITTY:

This debt owed and/or termination information was reported by the above-listed Public Housing Agency (PHA). The PHA's name, address, and telephone numbers are listed above. You should contact the PHA in writing if you disagree with the reported information. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. **You must dispute this information within three years from the listed date of termination. Otherwise the reported information is presumed correct.** Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's Enterprise Income Verification (EIV) system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator. The PHA will notify you of its action regarding your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

Important Information:

- Upon your request, the PHA must give you the information that pertains to you and maintained in HUD's EIV system.
- All PHAs that administer the Public Housing and Housing Choice Voucher (HCV) programs have access to debts owed and termination information of all former program participants.
- If you tell the PHA that your record contains inaccurate information, the PHA must promptly investigate the matter and inform you in writing the outcome of their investigation.
- The PHA must correct or, as the case may be, delete inaccurate debt owed or termination information contained in the EIV system.
- Debt owed and/or termination information will be maintained in EIV for a period of ten (10) years from the end of participation date.
- Your future request (application) for HUD rental assistance may be denied for a period of up to ten years from the date you moved out of an assisted unit or were terminated from a housing program.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

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Required PHA Actions Based on Positive Search Results

- Provide the family with a copy of the Debt Owed to PHA & EOP Report
- For unpaid debts:
 - Deny admission in accordance with PHA policy; or
 - Require family to:
 - Repay the reporting PHA and provide your agency with a receipt of payment; or
 - Enter into a repayment agreement and provide your agency with a copy of the agreement

Required PHA Actions Based on Positive Search Results

- For adverse terminations:
 - Deny admission in accordance with PHA policy
- HUD regulations grant PHAs discretionary authority to deny assistance

Effective Use of EIV to Reduce Improper Payments

**Screening of Applicants:
Existing Tenant Search**

Existing Tenant Search

- Purpose:
 - Determine eligibility for initial rental assistance
 - Avoid providing duplicate rental housing assistance to families already assisted
 - Determine allowable dependent allowance
 - Applicable to child only once

Existing Tenant Search (Continued)

- PHAs are required to:
 - Conduct an existing tenant search for all household members
 - Provide the family with a copy of the Existing Tenant Search Results
 - Require the family to provide documentation of move-out from assisted unit
 - i.e., vacate notice
 - If necessary, contact PHA or landlord to confirm and obtain documentation of current tenancy status
 - i.e., EOP form HUD-50058 or HUD-50059

Existing Tenant Search (Continued)

- PHAs are required to:
 - Deny assistance; or
 - Approve assistance contingent upon move-out of currently occupied assisted unit
- **At no time may a family receive duplicate assistance**

How to Conduct an Existing Tenant Search

- PHA users with the following assigned EIV roles can conduct an Existing Tenant Search:
 - PHA Occupancy – Application Processor
 - PHA Occupancy – Voucher
 - PHA Occupancy – Public Housing
- Click on the **Existing Tenant Search** link from EIV's left navigation panel located under the **Verification Reports** header

How to Conduct an Existing Tenant Search (Continued)

Verification Reports

- Existing Tenant Search
- Multiple Subsidy Report
- Disaster Tenant Information
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Discrepancy Report



How to Conduct an Existing Tenant Search (Continued)

Verification Reports >> Multiple Subsidy Report >> Report Selection

Multiple Subsidy Report	
<input checked="" type="radio"/> By Participant	<div>OH001 - Columbus Metropolitan Housing Authority ▼</div> <div>Select a Participant Code</div> <div>NY005 - New York City Housing Authority</div> <div>OH001 - Columbus Metropolitan Housing Authority</div>
Code :	
<input type="radio"/> All household members	
<input checked="" type="radio"/> Only adult household members	
<input type="radio"/> Only household members under the age of 18	
<div>Search</div>	
EIV will search within and across both the PIH and MFH programs	
PIH: Public and Indian Housing	
MFH: Multifamily Housing	

How to Conduct an Existing Tenant Search (Continued)

- The PHA's Code is listed in the Participant Code drop down menu
- Select **All Household Members** (Note: By default this selection is already made)
- Click on the **Search** button
- EIV will display either negative or positive search results

Existing Tenant Search Results - Negative

Verification Reports >> [Existing Tenant Search](#)

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

[Printer-Friendly Version](#)

PIH Tenant Match Results : 0 match found.

No match found in PIH programs for SSN: ***-**-9792

MF Tenant Match Results : 0 match found.

No match found in MF programs for SSN: ***-**-9792

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

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Existing Tenant Search Results - Positive

Verification Reports >> [Existing Tenant Search](#)

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

[Printer-Friendly Version](#)

PIH Tenant Match Results : 1 match found.

SSN:	4093
HOH SSN:	***-**-4093
HOH First Name	vmzskvgh
HOH Last Name	ZAAZRK
Program Type	Voucher
50058 Type Of Action	New Admission
50058 Effective Date	01/01/2010
PHA	NY005 New York City HA
PHA Address	bzdwzliy 492,NEW YORK,NY,74443-8392
PHA Telephone Numbers	Office: (212) 306-3000 Fax: (212) 306-8888

MF Tenant Match Results : 0 match found.

No match found in MF programs for SSN: ***-**-4093

ALERT! This individual may be currently assisted.

Follow-up with respective PHA/Owner/Agent to confirm individual's program participation status before admission into program.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

Effective Use of EIV to Reduce Improper Payments

Screening of Participants (Tenants)

Effective Use of EIV to Reduce Improper Payments

Multiple Subsidy Report

Multiple Subsidy Report

- PHAs are required to:
 - Monitor the Multiple Subsidy Report on a quarterly basis for all household members
 - If necessary, update family composition to remove household members who no longer reside in the unit
 - If applicable, terminate duplicate assistance; or
 - Require the family to immediately terminate participation in the other rental assistance program
 - Maintain documentation of resolved duplicate subsidy issue in tenant file

How to Generate the Multiple Subsidy Report

- PHA users with the following assigned EIV roles can generate the Multiple Subsidy Report:
 - PHA Occupancy – Application Processor
 - PHA Occupancy – Voucher
 - PHA Occupancy – Public Housing
- Click on the **Multiple Subsidy Report** link from EIV's left navigation panel located under the **Verification Reports** header

How to Generate the Multiple Subsidy Report (Continued)

Verification Reports

- Existing Tenant Search
- Multiple Subsidy Report
- Disaster Tenant Information
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Discrepancy Report



How to Generate the Multiple Subsidy Report (Continued)

Verification Reports >> Multiple Subsidy Report >> Report Selection

Multiple Subsidy Report

☒ By Participant

Code :

Select a Participant Code



☒ All household members

☐ Only adult household members

☐ Only household members under the age of 18

Search

EIV will search within and across both the PIH and MFH programs

PIH: Public and Indian Housing

MFH: Multifamily Housing

How to Generate the Multiple Subsidy Report (Continued)

- Select report criteria
- Click on the **Search** button
- EIV searches within and across both PIH and MFH programs and displays all results of potential duplicate rental assistance
- EIV will display summary and detail results

Multiple Subsidy Report – Report Summary (Top)

Verification Reports >> Multiple Subsidy Report >> Report Selection >> Multiple Subsidy Report Summary

Multiple Subsidy Report Summary	
Participant Code:	OH001
Household Members Receiving Multiple Subsidies:	16
Program Type:	Within PIH and MF Programs
Household Member Selection:	Only adult Household Members

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● Report criteria and results

Multiple Subsidy Report – Report Summary (Bottom)

1 - 16 of 16 Household Members

Summary Reports

Detail Reports

Household Member SSN	Household Member Name	Household Member DOB	Count of subsidies for the Household member
000000-7045	boivevy BVOHMS	07/01/1941	2
000000-8683	hvnzq HMZEV	07/24/1959	2
000000-3889	zgri HRIZK	05/13/1950	2
000000-5615	vzmzsh HVMLQ	07/24/1988	2
000000-2565	wizdvw HVOLY	07/03/1947	2
000000-3518	zrizn HVOZILN	03/29/1945	2
000000-5496	vmrzizsh IRZOY	12/26/1991	2
000000-3853	zmrt LIVXFO	09/10/1961	2
000000-3862	zrxvit LKFOZTRXZY	04/11/1961	2
000000-3988	mrnhzb MVWZ	12/31/1979	2
000000-6564	zpmzh MZNOOVKH	03/06/1945	2
000000-0836	wzsz NZSTMRMMFX	08/09/1974	2
000000-3667	zbmzg OOVWQOZX	05/19/1967	2
000000-8923	mvwz RHIVS	12/31/1972	2
000000-4790	voovxli VSHZ	05/13/1971	2
000000-5582	znrozs WVNZSLN	12/31/1973	2

1 - 16 of 16 Household Members

Note: This report identifies household members that potentially may be receiving multiple subsidies.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

- Default display of **Summary Reports** tab
- Select **Detail Report** tab to see details

Multiple Subsidy Report – Detail Reports

1 - 16 of 16 Household Members	
Summary Reports	Detail Reports
Household Member Information	
Household Member SSN	***-**-7045
Household Member Name	boivevy BVOHMVS
Household Member DOB	07/01/1941
Count of Subsidies	2
Household Information of Households Where boivevy BVOHMVS Receives Subsidy	
HOH SSN	***-**-7045
HOH Name	boivevy BVOHMVS
Relationship to HOH	Head
Program Type	Voucher
Project Code	
50058 Effective Date	2010-02-01
Type of Action	Annual Reexamination
Unit Address	gh pzl 806, Columbus, OH, 333-94210
PHA	OH001 Columbus MHA
PHA Address	vez sg33 ghzv 466, , COLUMBUS, OH, 33210-
PHA Telephone Numbers	Office: (614) 421-6000 Fax: (614) 421-4505

Alert of Potential Multiple Assistance on Income Report

Summary Report		Income Report		Income Discrepancy Report	
Wage and Benefit Report for Household of LUL [REDACTED]					
PHA Code:	MO001	Program Type:	Sec.8 Vouchers		
PHA Name:	ST. LOUIS	Project:			
Annual Reexamination Date:	01/01/2009	Form 50058 as of:	01/31/2008		
Address:	301 LINDY B.				
Most Recent Type of Action:	1-New Admission	Effective Date:	01/01/2008		
Head of Household: LUL ABDI					
Social Security Number:	***-**-0872	Date of Birth:	XX/XX/1967		
Family Member: LUL [REDACTED] *					
Date of Birth:	XX/XX/1967	SSN:	***-**-72 *		
		Relationship:	Head		
<i>EIV received no income or benefits data.</i>					
* This member may be receiving multiple subsidies. See the Multiple Subsidy Tenant Report for details.					
Family Member: ADNAN [REDACTED] *					
Date of Birth:	XX/XX/1989	SSN:	***-**-98 *		
		Relationship:	Other Adult		
<i>EIV received no income or benefits data.</i>					
* This member may be receiving multiple subsidies. See the Multiple Subsidy Tenant Report for details.					

Indicator

Reasons For False-Positives

- PHA or owner/management agent did not update family composition on form HUD-50058 (PIH) or 50059 (MFH) to remove family members who have moved out of the unit
 - i.e., a household member shows up as a household member in one unit and as the HOH in another unit
- Family is using voucher at eligible project-based Section 8 program
 - i.e., unit address is the same

Reasons For False-Positives (Continued)

- It is not uncommon for false-positives for former MFH program participants
- EOP 50059s are deleted from TRACS
- PIH will work with MFH to ensure availability of EOP 50059s for PIH EIV

Detail Multiple Subsidy Report

Example of False-Positive #1

Member Information	
Member SSN	
Member Last Name	WILLIAMS
Member DOB	04/08/1983
Count of Subsidies	2
Household Information of Households Where WILLIAMS Receives Subsidy	
Member First Name	
HOH SSN	
HOH Last Name	WILLIAMS
Program Type	Tenant-Based Assistance
Relationship for the Member	Head
Project Code	null
50058 Effective Date	03/01/2008
Type of Action	Annual Reexamination
Unit Address	...
PHA	MD002 Baltimore City Housing Authority
PHA Address	417 E FAYETTE Street, , BALTIMORE, MD, 21202-
PHA Telephone Numbers	Office: (410) 396-3232 Fax: (410) 545-7771
Member First Name	
HOH SSN	
HOH Last Name	WILLIAMS
Program Type	Public Housing
Relationship for the Member	
Project Code	MD002000053
50058 Effective Date	01/01/2009
Type of Action	Annual Reexamination
Unit Address	601 WYANOKE AV 500, Baltimore, MD, 21218
PHA	MD002 Baltimore City Housing Authority
PHA Address	417 E FAYETTE Street, , BALTIMORE, MD, 21202-
PHA Telephone Numbers	Office: (410) 396-3232 Fax: (410) 545-7771

Detail Multiple Subsidy Report

Example of False-Positive #2

Member Information	
Member SSN	75
Member Last Name	BALL
Member DOB	02/21/1944
Count of Subsidies	2
Household Information of Households Where BALL Receives Subsidy	
Member First Name	D
HOH SSN	75
HOH Last Name	BALL
Program Type	Voucher
Relationship for the Member	Head
Project Code	
50058 Effective Date	06/01/2007
Type of Action	New Admission
Unit Address	1203 7TH STREET, NW #104, WASHINGTON, DC, 20001
PHA	DC001 D.C Housing Authority
PHA Address	1133 N 1133 N. Capitol Street, NE ST NE, , Washington, DC, 20002-
PHA Telephone Numbers	Office: (202) 535-1500 Fax: (202) 535-1740
Member First Name	D
HOH SSN	75
HOH Last Name	BALL
Subsidy Type	Section 8
Relationship for the Member	Head of Household
Contract Number	DC39M000056
Project Number	00044208
50059 Effective Date	05/01/2007
Certification Type	Annual Recertification
Unit Address	

Same address – no
problem

Effective Use of EIV to Reduce Improper Payments

Deceased Tenants Report

Deceased Tenants Report

- Identifies currently assisted deceased tenants as reported in SSA's Death Master File (DMF) and compared to tenant personal identifiers reported on the 50058
- Deceased tenants are removed from the report when:
 - The PHA transmits an updated 50058, which does not contain the previously identified deceased tenant in Section 3 of the 50058; or
 - HUD obtains updated and corrected information from SSA's DMF

Deceased Tenants Report (Continued)

- HUD obtains death information from SSA every month
- SSA-provided death information is posted in EIV by the 15th of each month
- Report is updated every Saturday with EIV's successful weekend summarization job
 - Deleted tenants from 50058s submitted since last weekend summarization job
 - Added or deleted tenants from SSA updates since last weekend summarization job

Deceased Tenants Report (Continued)

- PHAs are required to:
 - Comply with HUD requirements outlined in PIH Notice 2010-50
 - Monitor the Deceased Tenants Report on a monthly basis
 - Contact the next of kin or listed emergency contact to confirm death

Deceased Tenants Report (Continued)

- PHAs are required to:
 - If applicable, submit updated 50058 to remove deceased household members
 - If, applicable submit EOP 50058
 - If applicable, terminate assistance and/or tenancy in accordance with HUD requirements

Note: 1st priority is deceased **single member households**

Deceased Tenants Report (Continued)

- PHAs are required to update the HUD-50058:
 - Single member households (and HOH with live-in aide): submit an EOP
 - Multiple member households: update family composition by removing deceased household members

Reminder:

- The HCV is not transferrable to individuals who were not a part of the household upon death of single household member

How to Generate the Deceased Tenants Report

- PHA users with the following assigned EIV roles can generate the Deceased Tenants Report:
 - PHA Occupancy – Application Processor
 - PHA Occupancy – Voucher
 - PHA Occupancy – Public Housing
- Click on the **Deceased Tenants Report** link from EIV's left navigation panel located under the **Verification Reports** header

How to Generate the Deceased Tenants Report (Continued)

Verification Reports

- Existing Tenant Search
- Multiple Subsidy Report
- Disaster Tenant Information
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Discrepancy Report



How to Generate the Deceased Tenants Report (Continued)

- Select report criteria
 - Program Type, Reexamination Month, Household Type, Action Type, PHA
- Use system defaulted selections
- Click on the **Get Report** button
- EIV will display results

How to Generate the Deceased Tenants Report (Continued)

Verification Reports >> Deceased Tenants Report >> Report Selection

Select Program Type, Reexamination Month, Household Type and Action Type:

Program Type: All PIH Programs ▼

Reexamination Month: All ▼

Household Type: All Households ▼

Action Type: All ▼

Select Region:

PHA NY005 - New York City Housing Authority ▼

Get Report

How to Generate the Deceased Tenants Report (Continued)

Verification Reports >> Deceased Tenants Report >> [Report Selection](#) >> PHA Statistics

Deceased Tenants Report for CA													County for Program Type - ALL for Reexamination Month - ALL	
PHA	Total Number Of Households Evaluated	Total Number Of Household Members Evaluated	Households With Deceased Members	% of Households With Deceased Members	# of Single Member Deceased Households	% of Single Member Deceased Households	Deceased Members	Members Deceased Less Than 1 Year		Members Deceased More Than 1 Year		Members Deceased With No Deceased Date		
								Count	%	Count	%	Count	%	
CA: <input type="text"/> County: <input type="text"/>	4,531	10,705	4	00.09%	0	00.00%	4	3	75.00%	0	00.00%	1	25.00%	

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1 - 4 of 4 Households

Note: * = Deceased single member household. Immediate action required by PHA.

Deceased Tenants Report as of 04/09/2011 - All Households				
HOH SSN: <input type="text"/>	HOH Name: RENE	HOH DOB: 08/10/1955		
Member SSN	Member Name	Member DOB	Member Deceased Date	Date Received by EIV
	JAMILEH	11/01/1924	10/06/2010	02/03/2011
HOH SSN: <input type="text"/>	HOH Name: ONGOLEA	HOH DOB: 01/01/1962		
Member SSN	Member Name	Member DOB	Member Deceased Date	Date Received by EIV
	FEOfAAKI	08/17/1945	12/09/2010	02/03/2011
HOH SSN: <input type="text"/>	HOH Name: VAIMALAMA	HOH DOB: 12/17/1948		
Member SSN	Member Name	Member DOB	Member Deceased Date	Date Received by EIV
	VAIMALAMA	12/17/1948	N/A	02/03/2011
HOH SSN: <input type="text"/>	HOH Name: GENARO	HOH DOB: 10/02/1930		
Member SSN	Member Name	Member DOB	Member Deceased Date	Date Received by EIV
	GENARO	10/02/1930	11/26/2010	02/07/2011

1 - 4 of 4 Households

Effective Use of EIV to Reduce Improper Payments

Identity Verification Report

Identity Verification Report

- Identifies tenants that:
 - Failed EIV Pre-Screening
 - Failed SSA Identity Test
 - Pending Verification
- Assists PHAs with identifying tenant personal identifiers which need to be corrected or updated on the 50058
- Identifies families who may not be eligible for assistance
- Identifies deceased tenants

Identity Verification Report (Continued)

- Assists with the availability of EIV income data
- PHAs are required to:
 - Comply with HUD requirements outlined in PIH Notice 2010-03
 - See pages 12-16 of notice
 - Monitor the Identity Verification Report on a monthly basis

Identity Verification Report (Continued)

- PHAs are required to:
 - If applicable, require family to provide updated information, official documentation and/or current documentation from SSA
 - i.e., birth certificate, state-issued identification card
 - Update 50058 with SSA-provided information
 - Update 50058 with tenant-provided information
 - If applicable, terminate assistance and/or tenancy in accordance with HUD requirements

How to Generate the Identity Verification Report

- PHA users with the following assigned EIV roles can generate the Deceased Tenants Report:
 - PHA Occupancy – Voucher
 - PHA Occupancy – Public Housing
- Click on the **Identity Verification Report** link from EIV's left navigation panel located under the **Verification Reports** header

How to Generate the Identity Verification Report (Continued)

Verification Reports

- Existing Tenant Search
- Multiple Subsidy Report
- Disaster Tenant Information
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Discrepancy Report



How to Generate the Identity Verification Report (Continued)

- Select report criteria
 - Program Type, Reexamination Month, Action Type, PHA
- Use system defaulted selections
- Click on the **Get Report** button
- EIV will display results

How to Generate the Identity Verification Report (Continued)

Verification Reports >> Identity Verification Report >> Report Selection

Select Program Type, Reexamination Month and Action Type:

Program Type: All PHH Programs

Reexamination Month: All

Action Type: All

Select Region:

PHA NY005 - New York City Housing Authority

Get Report

Failed EIV Pre-Screening

Verification Reports >> [Report Selection](#) >> PHA Statistics

Failed EIV Pre-Screening Failed SSA Identity Test Pending Verification

Failed EIV Pre-Screening Report as of 04/09/2011

Participant Code:

Program Type: All PIH Programs

Reexamination Month: All

Households that Failed EIV Pre-Screening Test: 3

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[Error Description Help](#)

1 - 3 of 3 Households

HOH SSN	HOH Name RALPH	HOH DOB 03/31/1954	Project	JOHNSON TOWERS
Member SSN	Member Name	Member DOB	Failed EIV Pre-Screening Description	
	RALPH	03/31/1954	Failed effective date check.	
HOH SSN	HOH Name CALVIN	HOH DOB 11/06/1942	Project	SEARCY HOMES
Member SSN	Member Name	Member DOB	Failed EIV Pre-Screening Description	
	NANNIE	09/28/1936	Failed effective date check.	
	CALVIN	11/12/1969	Failed effective date check.	
	CALVIN	11/06/1942	Failed effective date check.	
HOH SSN	HOH Name GUADALUPE	HOH DOB 12/24/1986		
Member SSN	Member Name	Member DOB	Failed EIV Pre-Screening Description	
H00-20-8731	LUCIO	06/01/1988	Failed SSN check.	

1 - 3 of 3 Households

Failed EIV Pre-Screening Resolution

- Failed Effective Date Check
 - Indication of 50058 with an effective date older than 15 months; submit updated 50058
- Failed SSN Check
 - Alternate ID or invalid SSN
 - If applicable, replace alternate ID with valid SSN
- Reminder: HUD can~~not~~ obtain income information for anyone with a PIC-generated alternate ID or an invalid SSN

Failed SSA Identity Test

Verification Reports >> [Report Selection](#) >> PHA Statistics

Failed EIV Pre-Screening **Failed SSA Identity Test** Pending Verification

Failed SSA Screening as of 04/09/2011

Participant Code:

Program Type: All PIH Programs

Reexamination Month: All

Households that Failed Verification: 12

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1 - 12 of 12 Households

HOH SSN	HOH Name KEISHA	HOH DOB 05/05/1975	Project	SCATTERED SITES
Member SSN	Member Name	Member DOB	Failed Verification Description	
	SIERRA	10/21/1999	Verification failed - SSN not found in SSA records 6 :8	
HOH SSN	HOH Name TIFFANY	HOH DOB 01/30/1980	Project	NORTHWOODS ADDITION
Member SSN	Member Name	Member DOB	Failed Verification Description	
	MARSHAWN	05/07/2004	Verification failed - SSN not found in SSA records 3 :2	
	DEONTE	09/27/1998	Verification failed - SSN not found in SSA records 3 :0	
HOH SSN	HOH Name MELANIE	HOH DOB 07/10/1974	Project	NORTHWOODS ADDITION
Member SSN	Member Name	Member DOB	Failed Verification Description	
	PERRY	02/10/1996	Verification failed - SSN not found in SSA records 3 :4	
	RYAN	07/28/2004	Verification failed - Surname matched, but date of birth did not match with SSA records 07/28/2001	
HOH SSN	HOH Name MATRIXXX	HOH DOB 10/01/1977	Project	L.R. PATTON APTS.
Member SSN	Member Name	Member DOB	Failed Verification Description	
	MATRIXXX	10/01/1977	Verification failed - Date of birth matched, but surname did not match with SSA records	

Failed SSA Identity Test Resolution

- Implement corrective action outlined on pages 13-16 of PIH Notice 2010-3
- If tenant continues to appear on Identity Verification Report after PHA implementation of corrective action, contact HUD Headquarters via email: PIH.RHIIP.TA@HUD.GOV, with a copy to the designated EIV Coordinators in your local HUD office.

Pending Verification – No Results

Verification Reports >> [Report Selection](#) >> PHA Statistics

Failed EIV Pre-Screening Failed SSA Identity Test **Pending Verification**

Pending Verification Report as of 04/09/2011

Participant Code:

Program Type: All

Reexamination Month: All

Households with Pending Verification 0

No records found.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

Report Generated By - H18XXX NICOLE X FAISON

Pending Verification

Verification Reports >> [Report Selection](#) >> PHA Statistics

Failed EIV Pre-Screening Failed SSA Identity Test **Pending Verification**

Pending Verification Report as of 04/09/2011

Participant Code:

Program Type: All

Reexamination Month: All

Households with Pending Verification 10

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1 to 10 of 10 Households

HOH SSN ***-**-9591 HOH Name Stella HOH DOB 04/17/1948 Project CAPITOL TERRACE		
Member SSN	Member Name	Member DOB
***-**-9591	Stella	04/17/1948
HOH SSN ***-**-6804 HOH Name Linda HOH DOB 12/13/1952 Project RIVER OAKS		
Member SSN	Member Name	Member DOB
***-**-6804	Linda	12/13/1952
HOH SSN ***-**-3707 HOH Name Shelley HOH DOB 03/07/1949 Project CAPITOL TERRACE		
Member SSN	Member Name	Member DOB
***-**-3707	Shelley	03/07/1949

Pending Verification Resolution

- **No action required** by PHA
- HUD will send tenant personal identifiers to SSA with next regularly scheduled SSA data matching process

Effective Use of EIV to Reduce Improper Payments

Immigration Report

Immigration Report

- Assists PHAs with effective monitoring of:
 - PHA and tenant compliance with SSN disclosure and reporting requirements
 - Implementation of prorated assistance for mixed families
- Assist PHAs with follow-up with tenants that are:
 - Pending verification of citizenship/immigration status (as reported on 50058)
 - Eligible citizens or non-citizens with an assigned alternate ID who need to disclose SSN

Immigration Report (Continued)

- PHAs are required to:
 - Comply with requirements outlined in HUD EIV Tip Sheet (ETS) distributed in March 2010
 - Monitor the Immigration Report on a monthly basis
 - Update the 50058 with information provided by:
 - Tenant
 - SSA
 - DHS

Immigration Report (Continued)

- PHAs are required to:
 - If applicable, require family to provide updated information and/or current documentation from SSA or DHS
 - If applicable, for mixed families, pro-rate assistance
 - If applicable, terminate assistance and/or tenancy in accordance with HUD requirements

How to Generate the Immigration Report

- PHA users with the following assigned EIV roles can generate the Immigration Report:
 - PHA Occupancy – Voucher
 - PHA Occupancy – Public Housing
- Click on the **Immigration Report** link from EIV's left navigation panel located under the **Verification Reports** header

How to Generate the Immigration Report (Continued)

Verification Reports

- Existing Tenant Search
- Multiple Subsidy Report
- Disaster Tenant Information
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Discrepancy Report



How to Generate the Immigration Report (Continued)

- Select report criteria
 - Program Type, Reexamination Month, Action Type, PHA
- Use system defaulted selections
- Click on the **Get Report** button
- EIV will display results

How to Generate the Immigration Report (Continued)

Verification Reports >> Immigration Report >> Report Selection

Select Program Type, Reexamination Month and Action Type:

Program Type: All PIH Programs ▼

Reexamination Month: ALL ▼

Action Type: All ▼

Select Region:

PHA NY005 - New York City Housing Authority ▼

Get Report

How to Generate the Immigration Report (Continued)

PHA Immigration Report - Household Statistics for Program Type - All for Reexamination Month - All as of 04/09/2011							
PHA	Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
Housing Authority	1,114	3	0.27%	1	0.09%	0	0.00%

PHA Immigration Report - Household Member Statistics for Program Type - All for Reexamination Month - All as of 04/09/2011							
PHA	Number of Household Members (Excluding EOP)	Household Members with PIC-assigned ALT ID	Percentage of Household Members with PIC-assigned ALT ID	Household Members With Ineligible Noncitizens	Percentage of Household Members with Ineligible Noncitizens	Household Members with Pending Verification	Percentage of Household Members with Pending Verification
Housing Authority	2,171	3	0.14%	1	0.05%	0	0.00%

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1 to 3 of 3 Households

HOH SSN ***-**-3510 HOH Name Nicole HOH DOB 01/01/1983			
Member SSN	Member Name	Member DOB	Eligibility Status
H00-23-2884	Philip	07/30/2010	Eligible Citizen
HOH SSN ***-**-3204 HOH Name Marie HOH DOB 09/21/1960			
Member SSN	Member Name	Member DOB	Eligibility Status
H00-22-3657	Frederica	06/09/1993	Ineligible Noncitizen
HOH SSN ***-**-5887 HOH Name Mbarek HOH DOB 06/26/1949			
Member SSN	Member Name	Member DOB	Eligibility Status
H00-23-2872	Zakaria	01/01/1993	Eligible Noncitizen

Effective Use of EIV to Reduce Improper Payments

Use of Income Report

Income Reports

- Purpose of accessing Income Report:
 - Streamline income verification process
 - Identify new income sources
 - Unreported or underreported income
 - Observe historical pattern of earned and unearned income
 - Confirm that personally identifiable information (PII) match PII contained in SSA database
 - SSN, Name, Date of Birth, and Death Status
 - Reduce administrative and subsidy payment errors

Income Reports (Continued)

- PHAs are required to:
 - Comply with HUD requirements outlined in PIH Notice 2010-19
 - Review the Income Report during all reexaminations of family income & composition
 - Obtain income documentation from tenant
 - If necessary, obtain 3rd party verification from income source
 - Resolve all income discrepancies with the family
 - Maintain Income Report in tenant file
 - Electronic retention of Income Report is permissible

How to Generate the Income Report

- PHA users with the following assigned EIV roles can generate the Income Report:
 - PHA Occupancy – Voucher
 - PHA Occupancy – Public Housing
- Click on the **By Head of Household** (single Income Report) or **By Reexamination Month** (multiple Income Reports) link from EIV's left navigation panel located under the **Income Information** header

How to Generate the Income Report – Single

Income Information

- By Head of Household
- By Reexamination Month
- New Hires Report



How to Generate the Income Report – Single (Continued)

- Enter data in one or a combination of the following data fields
 - HOH SSN; or
 - HOH last name
 - Begins with (specify a minimum of 3 letters); or
 - Exact match
 - HOH date of birth
- Click on the **Search** button
- EIV will display results

How to Generate the Income Report – Single (Continued)

Income Information >> By Head of Household

Enter one or a combination of the following fields and click Search to retrieve household income data:

Enter Head of Household's Social Security Number: - -

Enter Head of Household's Last Name: exact match

Enter Head of Household's Date of Birth (mm/dd/yyyy):

Select a Participant Code: NY005 - New York City Housing Authority

How to Generate the Income Report – Single (Continued)

Income Information >> [By Head of Household](#) >> Income Report

[Printer-Friendly Version](#)

Summary Report	Certification Page	Income Report	Income Discrepancy Report
Wage and Benefit Report for Household of bmlsgmz ZVILX			
PHA Code:	NY005	Program Type:	Sec.8 Vouchers
PHA Name:	NY005 New York City HA	Project:	
Annual Reexamination Date:	11/01/2010	Form 50058 as of:	11/05/2009
Address:	ok mlhivuuvq 818 1 pilb dvm NY 444489043		
Most Recent Type of Action:	2-Annual Reexamination	Effective Date:	11/01/2009
Head of Household: bmlsgmz ZVILX			
Social Security Number:	***-**-****	Date of Birth:	XX/XX/1981
Household Member: bmlsgmz ZVILX		SSN:	***-**-****
Date of Birth:	XX/XX/1981	Relationship:	Head
Employment Information			
Hire Date	Hire State	FEIN	Employer Name and Address
			Date Received by EIV

[Print Member Information](#)

How to Generate the Income Report – Single (Continued)

Income Information >> [By Head of Household](#) >> Search Results

Search Result for Date of Birth XX/XX/1971 under Participant Code

Click the head of household's name to view the Head of Household Summary Report page. The month and day values in the Head of Household Date of Birth field have been masked for security reasons.

1 - 1 of 1 Households			
Head of Household First Name	Head of Household Last Name	Head of Household Date of Birth	Unit Address
Kimberly	_____	XX/XX/1971	28154 County Road
1 - 1 of 1 Households			

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

How to Generate the Income Report – Multiple

Income Information

- By Head of Household
- By Reexamination Month
- New Hires Report



How to Generate the Income Report – Multiple (Continued)

- Select report criteria
 - Program Type, Reexamination Month, PHA
- Click on the **Search** button
- EIV will display Reports Summary
- Click on **Income Report** link

How to Generate the Income Report – Multiple (Continued)

Income Information >> By Reexamination Month

Select Program Type, Reexamination Month and Participant Code. Click Search to retrieve reports summary:

Select Program Type:

All PIH Programs ▼

Select Reexamination Month:

April ▼

Select Participant Code:

AL054 FLORENCE ▼

Search

How to Generate the Income Report – Multiple (Continued)

Income Information >> [By Reexamination Month](#) >> Reports Summary

Select Program Type and Reexamination Month. Click Search to retrieve reports summary:

Select Program Type: All PIH Programs

Select Reexamination Month: September

Select Participant Code: AL056 HALEYVILLE

Search

Summary Reports as of September 19, 2010

Report Type	Number of Households	Number of Members
Income Report	12	13
New Hires Report	0	0
Income Discrepancy Report	0	--
Failed Verification Report	0	0
Failed EIV Pre-Screening Report	0	0
No Income Report	1	2

Note: The report (s) links will not be active because of any of the following reasons.

- The number of households for display is more than the specified limit when 'All' is selected in the reexamination month.
- If the number of households is Zero (0).

How to Generate the Income Report – Multiple (Continued)

- Income Summary Reports page displays
 - Summary Reports tab
 - Detail Reports tab
- Select letter of HOH's last name or **All** to display Income Report results
 - System default displays income report results for HOH's last name that begins with the letter "A"
- Select **Detail Reports** tab to access detail Income Reports

How to Generate the Income Report – Multiple (Continued)

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Income Report Summary

Income Report Summary

Participant Code: AL053 HAMILTON
 Program Type: All PIH Programs
 Reexamination Month: March
 Households With Income: 3

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Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

1 - 3 of 3 Households

Summary Reports

Detail Reports

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
***-**-0674	bizn	BIGMVT	03/09/1975			vmzo hivelo 902 6-z, HAMILTON AL 444447991
***-**-0674	bizn	BIGMVT	03/09/1975			vmzo hivelo 902 6-z, HAMILTON AL 444447991
***-**-8389	zivg	BVORZY	06/20/1937	AL053000030 DOUBLE SPRINGS	01	wzli wiliuivwmze 121 01, LYNN AL 35575
***-**-8389	zivg	BVORZY	06/20/1937	AL053000030 DOUBLE SPRINGS	01	wzli wiliuivwmze 121 01, LYNN AL 35575
***-**-9423	bvmggriy	BVOWFW	10/02/1979			8-z gkz 20 bds 457 8-z, HAMILTON AL 444447991
***-**-9423	bvmggriy	BVOWFW	10/02/1979			8-z gkz 20 bds 457 8-z, HAMILTON AL 444447991

Effective Use of EIV to Reduce Improper Payments

**Income Discrepancy Resolution Using
Income Report**

Income Discrepancy Resolution

- Effective 05/02/2011, the Income Discrepancy Report will no longer be available to PHAs
- PHAs are required to:
 - Comply with HUD requirements outlined in HUD regulations (24 CFR 5.236) & PIH Notice 2010-19
 - Review the Income Report and resolve any disparities between tenant-reported and EIV-reported income information
 - If applicable, update the 50058
 - If applicable, determine family's underpayment of rent

Income Discrepancy Resolution (Continued)

- PHAs are required to:
 - Demand repayment of retroactive rent resulting from family's non-disclosure of complete and accurate income information
 - Take any other appropriate action as directed by HUD and/or the PHA's administrative policies

Income Discrepancy Resolution - Case Study

- See Case Study included in training handouts

Effective Use of EIV to Reduce Improper Payments

Debts Owed to PHAs & Terminations Module

***See September 23, 2010, PIH EIV training materials for additional detailed guidance on how to use this module ***

Debts Owed to PHAs & Terminations

- PHAs are required to:
 - Comply with HUD requirements outlined in EIV training materials and/or other HUD guidance
 - Provide form HUD-52675: *Debts Owed to PHAs & Terminations* to all adult applicants and participants - **one time only**
 - At next interim or annual reexam, require individuals who reach the age of 18 to sign the form and provide copy of the form to individual
 - Enter applicable adverse information for all families that end participation in rental assistance program, whether voluntarily or involuntarily

Debts Owed to PHAs & Terminations (Continued)

- PHAs are required to:
 - Maintain copy of signed or mailed form HUD-52675 in applicant and tenant file
 - Mail form to last known address of former tenant, for whom the PHA will report adverse information in EIV, and has not previously provided the family with form HUD-52675
 - On signature line indicate “Mailed to last known address”; and on date line, record date form was mailed
 - Maintain copy of form mailed to former tenant’s last known address in tenant file

Debts Owed to PHAs & Terminations (Continued)

- PHAs are required to:
 - Provide family with their Debt Owed to PHA and EOP report, upon request
 - Honor tenant disputes of reported adverse information for a period not to exceed 3 years from EOP date
 - Notify tenant in writing of the PHA's action regarding the dispute within 30 days of receipt of written dispute

Effective Use of EIV to Reduce Improper Payments

**Debts Owed to PHAs & Terminations Module
Enter/Update Information**

Debts Owed to PHAs & Terminations

- PHAs are required to:
 - Enter adverse information within 60 days of EOP date
 - Update erroneous information entered into EIV
 - PHAs must eliminate backlog of pending EOP records by **12/31/2011**
 - Delete or enter adverse information for all EOP records with an EOP date between **June 2008 and April 2011**
 - Maintain tenant file documentation for 3 years after the EOP date

Debts Owed to PHAs & Terminations (Continued)

- Only PHA users with the following assigned EIV roles can enter/update and delete adverse information:
 - Program Administrator– Voucher
 - Program Administrator– Public Housing
- Addition of the above roles must be approved by your agency's EIV User Administrator & the EIV Coordinator in your local HUD office
- Complete and submit form HUD-52676 to your local HUD office

Debts Owed to PHAs & Terminations (Continued)

- EIV copies PIC EOP records daily
- Only EOP records from June 2008, and later are imported into EIV
- PHAs can not report adverse information for families that left the program prior to June 2008
- PHAs can not add EOP records dated prior to June 2008 into EIV

Debts Owed to PHAs & Terminations (Continued)

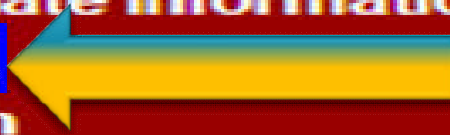
- To enter adverse information by SSN, click on the **By SSN** link from EIV's left navigation panel located under the **Enter/Update Information** sub-header under the **Debts owed to PHAs Terminations** header

Debts Owed to PHAs & Terminations

Enter/Update Information by SSN

Welcome FIRST - M00334
LAST - uiv

- Back to Secure Systems
- Back to EIV Main Page
- Debts Owed to PHAs & Terminations
 - Search for Former Tenant
 - Enter/Update Information
 - By SSN
 - By Batch
 - Debts Owed to PHAs & Terminations Report



Debts Owed to PHAs & Terminations (Continued)

- To enter adverse information by batch, click on the **By Batch** link from EIV's left navigation panel located under the **Enter/Update Information** sub-header under the **Debts Owed to PHAs Terminations** header
- Click either the **enter information** or **edit information** link to enter/update adverse information

Debts Owed to PHAs & Terminations (Continued)

- **Enter Information** link is displayed for EOP records which have never been accessed or entered/edited for reporting adverse information
- **Edit Information** link is displayed for EOP records which have been accessed previously and adverse information has been entered
- See screenshot on page 46

Debts Owed to PHAs & Terminations Enter/Update Information by Batch

Welcome FIRST - M00334
LAST - uiv

- Back to Secure Systems
- Back to EIV Main Page
- Debts Owed to PHAs & Terminations**
 - Search for Former Tenant
 - Enter/Update Information
 - By SSN
 - By Batch**
 - Debts Owed to PHAs & Terminations Report

Available EOP Statuses

- Failure to pay retroactive rent*
- Failure to pay rent*
- Failure to pay other charges*
- Failure to complete annual reexam
- Criminal Activity – Drugs
- Criminal Activity – Sex Offender
- Criminal Activity – Violent

*User must select a “Failure to Pay” EOP status when reporting a debt owed amount

Available EOP Statuses (Continued)

- Lease Violations
- Unit Abandoned/Vacated with No Notice
- Non-compliance with Program Requirements
- Failure to Report Income
- Family Evicted
- Debt Owed Paid in Full

Effective Use of EIV to Reduce Improper Payments

Debts Owed to PHAs & Terminations Module
Delete Information

Debts Owed to PHAs & Terminations

Delete Information

- PHAs are required to:
 - Delete only EOP records for which there is no adverse information to report
 - Delete only:
 - EOP records for which no adverse information needs to be reported
 - Reported erroneous adverse information
- Do **NOT** delete records of families who paid debt in full
- Deleted records are permanently deleted

Debts Owed to PHAs & Terminations Delete Information (Continued)

- Place a checkmark in the **Delete** checkbox next to the applicable EOP records to flag for deletion
- Click on the **Delete** button
- The system will prompt you twice to confirm your desire to delete the selected EOP records
- When you confirm deletion of the selected EOP records, EIV will delete the records

Debts Owed to PHAs & Terminations Delete Information (Continued)

- See screenshots on page 48 - 49 to view deletion checkbox column
- You may delete 50 records at one time by clicking on the **Select All** button
 - Click on **Deselect All** if you do not wish to delete all EOP records

Debts Owed to PHAs & Terminations Delete Information (Continued)

- EIV will highlight the EOP record and display the last name of each selected EOP record flagged for deletion below the **Delete**, **Select All**, and **Deselect All** buttons
 - See screenshot on page 47 or 48
- EIV will display a blank debt/adverse record if the EOP family is not deleted or updated with debt owed and/or adverse information

Effective Use of EIV to Reduce Improper Payments

Debts Owed to PHAs & Terminations Report

Debts Owed to PHAs & Terminations Report

- The report includes:
 - PHA Statistics (top statistics table)
 - List of reported tenants (bottom table)
 - Details of debt owed and/or termination information for tenant
 - Click the hyperlink associated with household to view details

Debts Owed to PHAs & Terminations Report (Continued)

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> [Report Selection](#) >> PHA Statistics

PHA Statistics as of 08/08/2009			
Office	CA014 County of San Mateo Housing Authority		
Program Type	ALL	Public Housing	Section 8
Number of Reported EOP Families	3,938	0	3,938
Number of Reported Families with Debts Owed to PHA & Terminations	13	0	13
Percentage of Reported Families with Debts Owed to PHA & Terminations	0.33%	0.00%	0.33%
Total Amount of Debt Owed to PHA	\$66,918.85	\$0.00	\$66,918.85

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1 to 38 of 38 Households

Tenant data for PHA: CA014 County of San Mateo Housing Authority as of 08/17/2009				
HOH SSN	HOH Name	Debt Owed to PHA	Bankruptcy	Reason for Termination
***_**-1234	FVNCARD, CVGVQOKL	\$0.00	No	Failure to complete annual reexam
***_**-1234	GAGMG, JLFRRBBAU, H	\$100.00	No	Failure to pay retroactive rent*
***_**-1234	ZKXL, GTQWF, Y	\$56,565.00	Yes	Failure to pay other charges*
***_**-1234	IBWDW, WROVNB	\$565.00	No	Failure to pay other charges*, Failure to complete annual reexam, Criminal activity - Drugs, Criminal activity - Sex Offender
***_**-1234	LGOMW, GTJ	\$151.00	No	Failure to pay other charges*
***_**-1234	BKXWGF, YKXL	\$565.00	No	Failure to pay retroactive rent*, Failure to pay rent*, Failure to pay other charges*
***_**-1234	YVZRW, GNFFQM	\$5,900.00	No	Failure to pay other charges*, Failure to complete annual reexam
***_**-1234	MKPBWQIAD, ZKXRQQP	\$56.85	No	Failure to pay other charges*
***_**-1234	DVMCCSO, ZKJFXR, F	\$0.00	No	Criminal activity - Violent

Debts Owed to PHAs & Terminations Report

- The report contains statistics and details of only entered adverse information reported by your agency
- The report will be blank if your agency has not entered any adverse information into EIV

EIV Questions & Answers Session

Ask HUD...

Future EIV Inquiries

Contact the EIV Coordinator in your local HUD

Additional assistance is available from the
National EIV Coordinator (HUD Headquarters)

PIH EIV system issues: EIV_HELP@HUD.GOV

PIH EIV policy issues: PIH.RHIIP.TA@HUD.GOV